



**STATE OF IDAHO**  
**OFFICE OF THE STATE CONTROLLER**  
**BRANDON D WOOLF**

July 29, 2016

**MEMORANDUM**

**TO:** Directors and Agency Heads  
State of Idaho

**FROM:** Audrey Musgrave  
Deputy State Controller  
Division of Statewide Payroll

Handwritten signature of Audrey Musgrave in blue ink.

Patrick Hodges  
Deputy State Controller  
Division of Statewide Accounting

Handwritten signature of Patrick Hodges in blue ink.

**SUBJECT:** SCO Record Retention Policy – Online Reporting Application

The State Controller's Office has established a comprehensive records retention policy which uses legal and business need perspectives to define a sufficient retention period.

This correspondence is intended to notify you of the retention period defined for both payroll and accounting reports accessible via the SCO Online Reporting application.

**Beginning September 1, 2016**, all existing reports published prior to the date listed in the table below will be deleted from the SCO Online Reporting application.

<b>Report System</b>	<b>Retention Period</b>	<b><u>SYSIDs Beginning With:</u></b>	<b>Delete if Published Prior to:</b>
<b>Payroll</b>	5 Years	AUIS	Sep-2011
<b>Accounting</b>	7 Years	DAF	Sep-2009

**NOTE:** If it is required for your agency to have access to these reports longer than the established retention period, please ensure your agency has retained a copy of these reports prior to the delete date above.

Reports exceeding the retention period will be purged annually from the SCO Online Reporting application on September 1<sup>st</sup>.

Again, this retention schedule **only** applies to the SCO Online Reporting application and will not affect the data accessible through IBIS.

If you have any questions or concerns please contact the applicable helpdesk below:

Payroll Reports (SYSIDs beginning with AUIS):

DSP Helpdesk 334-2394 or email [dsphelp@sco.idaho.gov](mailto:dsphelp@sco.idaho.gov)

Accounting Reports (SYSIDs beginning with DAF):

DSA Helpline 332-8827 or email [dsahelpline@sco.idaho.gov](mailto:dsahelpline@sco.idaho.gov)